

~~Administrative - Internal Use Only~~

OS REGISTRY

4 MAR 1976

MEMORANDUM FOR: Chief, Regulations Control Branch

SUBJECT : Rescission of [REDACTED]  
Notices No Longer Current

STATINTL

REFERENCE : Memorandum from Regulations Control  
Branch, dated 20 February 1976,  
Same Subject

1. Referent requested this Office to review the following five Headquarters Notices to determine whether we concur in rescinding them:

a. Re HN [REDACTED] - Do not concur with rescission. Recommend HN stay in effect until badging machine is operational at which time Security will initiate a rescission of HN [REDACTED] plus a revision of HHB [REDACTED]

STATINTL

b. Re HN [REDACTED] - No objection to rescission but recommend you receive concurrence from Office of Communications. The 3 November 1975 revision of HHB [REDACTED] reflects that Chapter VII, Security Principles, paragraph 57b (vice 38b) pertains to the prohibition of classified discussions on black lines. Paragraph 5c(7) of Chapter I, When and How to Write a Cable, incorporates the cable preparation requirements prescribed in HN [REDACTED]

STATINTL

Further, HHB [REDACTED] revised 26 November 1974, Chapter II, Security in Office Routine, paragraph 9b(1) (vice 13a), incorporates the prohibition pertaining to classified discussions over a black line.

STATINTL

STATINTL

c. Re HN [REDACTED] - No objection to rescission, provided rescission of the HN does not rescind the procedures established therein.

d. Re HN [REDACTED] - Do not concur with rescission. Recommend reissuance.

OS 6 0986-A

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STATINTL

e. Re HN [REDACTED] Concur with rescission since procedures have been incorporated into HH [REDACTED] paragraph 2b(3)(a)(1). STATINTL

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2. If you have any questions regarding the above, please contact Mr. [REDACTED] Policy and Plans Group, on extension [REDACTED]

STATINTL

[REDACTED]  
Acting Director of Security

Distribution:

Orig & 1 - Adse  
1 - AD/Security  
1 - OS Registry  
1 - PPG Chrono

OS/PPG [REDACTED] dlg  
2 March 1978

STATINTL

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STATINTL

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20 FEB 1976

MEMORANDUM FOR: Chief, Plans Staff, OS

SUBJECT : Rescission of [REDACTED] Notices  
No Longer Current

STATINTL

1. As you are aware, [REDACTED] notices are primarily intended to provide guidance to employees on transitory matters that may not be appropriate for inclusion in the Agency regulations. When such issuances have served their purpose, they should be rescinded and any aspects of lasting value incorporated into the regulations. STATINTL

2. We have reviewed the [REDACTED] notices initiated by your office and have listed below those that appear to be no longer current. STATINTL

STATINTL

a. HN [REDACTED] dated 18 July 1974 - Badge Inspection  
Upon Entering Headquarters Building

STATINTL

b. HN [REDACTED] dated 23 August 1974 - Cable Preparation

STATINTL

c. HN [REDACTED] dated 16 August 1974 - Restricted Hours  
at South Cafeteria Entrance

STATINTL

d. HN [REDACTED] dated 22 November 1974 - Visitors Restricted  
from South Cafeteria

STATINTL

e. HN [REDACTED] dated 27 January 1975 - Visitor-No-Escort  
Badge

3. We propose to rescind these notices and ask that you inform us by 5 March 1976 if you concur.

STATINTL

[REDACTED]  
Chief, Regulations Control Branch

Attachments

OS 6 0986

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This Notice is Current Until Rescinded

STATINTL

SECURITY

HN [REDACTED]  
18 July 1974

### BADGE INSPECTION UPON ENTERING HEADQUARTERS BUILDING

On a daily basis beginning 1 August 1974, each person entering the Headquarters Building with a Staff, Visitor-No-Escort, or other picture-type badge will hand his badge to the Federal Protective Officer on duty for the latter's close inspection before gaining admittance. This requirement will be effective for entrance only. Prior to leaving the building, badge holders will simply show their badges to the Federal Protective Officer, as is the current practice.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HAROLD L. BROWMAN  
Deputy Director  
for  
Management and Services

DISTRIBUTION: ALL EMPLOYEES (1-6)

This Notice is Current Until Rescinded

SECURITY

HN [REDACTED]  
23 August 1974

CABLE PREPARATION

1. Cable procedure requires that the originator include his extension number on the cable form, to facilitate inquiries concerning the subject matter of the message. Security regulations (paragraph 13a of HHB [REDACTED] and paragraph 38b of HHB [REDACTED]) prohibit discussion of classified information on the black line. Since all Agency cables are classified (not only because of their text but also because they identify Agency field installations), they may be discussed only on a red, green, or gray telephone. For this reason, effective immediately, all cables are to be prepared reflecting the originator's red, green, or gray line number so that any discussion of them will be over a secure line. STATINTL

2. If the originator has only a black line number in his immediate office, he is to cite the number of a red, green, or gray line in his component (indicating parenthetically the symbol of the office in which it is located) so that any inquiries to him regarding the cable will be made on a secure line.

3. Operating Officials will ensure that all officers under their jurisdiction who prepare cables are aware of and comply with the requirements of this notice.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

DISTRIBUTION: AB

This Notice is Current Until Rescinded

SECURITY

HN [REDACTED]  
16 August 1974

### RESTRICTED HOURS AT SOUTH CAFETERIA ENTRANCE

In order to economize on costs for Federal Protective Officers, the South Cafeteria Entrance to the Headquarters Building will be open only between 1100 and 1400 hours, Monday through Friday, effective 16 September 1974. This open period is to facilitate the entrance's use by luncheon patrons of the cafeteria. Subsequent to 16 September employees may use the North Cafeteria Entrance or the South Loading Dock Pedestrian Entrance.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Management and Services

DISTRIBUTION: ALL EMPLOYEES

STATINTL

This Notice is Current Until Rescinded

SECURITY

HN [REDACTED]

22 November 1974

VISITORS RESTRICTED FROM SOUTH CAFETERIA

Visitors who require escort are not permitted access to the South Cafeteria. These visitors may use only the North Cafeteria or the Rendezvous Room. All employees escorting visitors are responsible for ensuring compliance with these rules.

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FOR YOUR INFORMATION

TEMPORARY DISRUPTION OF GRAY TELEPHONE SERVICE  
NEW ACTIVATION/DEACTIVATION TELEPHONE NUMBERS

1. The Agency's Gray telephone control console is scheduled for relocation beginning 7 p.m. on 29 November 1974. Work will continue over the weekend and be completed by 5 a.m. on 2 December 1974. Using components not on twenty-four hour operation will experience a disruption of service during this period. Those on twenty-four hour operation will NOT be affected. If you do not have access to a twenty-four hour Gray telephone and anticipate a need for service during this period, please call extension [REDACTED] before 5 p.m. on 29 November. A [REDACTED] technical staff member will arrange for activation of your Gray telephone.

STATINTL

2. Effective 5 a.m. on 2 December, the telephone numbers for Gray telephone activation and deactivation will be [REDACTED]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)



This Notice is Current Until Rescinded

SECURITY

HN [REDACTED]  
27 January 1975

### VISITOR-NO-ESCORT BADGES

1. Stringent criteria have been established governing the issuance and use of Visitor-No-Escort (VNE) badges to ensure adequate security monitoring of the Visitor-No-Escort program. These criteria provide that

a. a visitor must be accredited by the Office of Security as having a Top Secret clearance granted by the CIA or another U.S. Government department or agency, and

b. the number of official visits to the Agency by a visitor must total at least 100 per year, or extraordinary protocol considerations must be involved, e.g., visits by USIB members.

2. Requests for exceptions to the visit frequency criterion will be justified in writing and forwarded to Chief, Clearance Division, Office of Security, Room 3-E-54 Headquarters Building. The Deputy Director or Head of Independent Office concerned must concur in such requests.

3. If the visit frequency criterion is not met by a VNE badge holder, the sponsoring office will be requested to retrieve the badge and return it to the Office of Security. Future visits to the Agency by such individuals would then be on an escorted basis.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

DISTRIBUTION: AB

20 FEB 1976

MEMORANDUM FOR: Chief, Plans Staff, OS

SUBJECT : Rescission of [REDACTED] Notices  
No Longer Current

STATINTL

1. As you are aware, [REDACTED] notices are primarily intended to provide guidance to employees on transitory matters that may not be appropriate for inclusion in the Agency regulations. When such issuances have served their purpose, they should be rescinded and any aspects of lasting value incorporated into the regulations.

STATINTL

2. We have reviewed the [REDACTED] notices initiated by your office and have listed below those that appear to be no longer current.

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- STAY CURRENT - BADGE*
- HSB* a. HN [REDACTED] dated 18 July 1974 - Badge Inspection Upon Entering Headquarters Building } *HHB [REDACTED] para 1. (1) + para 2d*
- check* b. HN [REDACTED] dated 23 August 1974 - Cable Preparation
- HSB* c. HN [REDACTED] dated 16 August 1974 - Restricted Hours at South Cafeteria Entrance } *OK - still in effect (2)*
- HSB* d. HN [REDACTED] dated 22 November 1974 - Visitors Restricted from South Cafeteria } *" (3) may be re-issued*
- HSB* e. HN [REDACTED] dated 27 January 1975 - Visitor-No-Escort Badges } *rescind*

3. We propose to rescind these notices and ask that you inform us by 5 March 1976 if you concur.

STATINTL

Chief, Regulations Control Branch

STATINTL

Attachments